

**REGULAR MEETING OF THE ADMINISTRATIVE BOARD
OF
NIAGARA COUNTY SEWER DISTRICT #1**

Held on the 22th day of April, 2015
at the Water Pollution Control Center

PRESENT: Commissioner Marc R. Smith, Chairman
Commissioner James Riester, Vice-Chairman
Commissioner Dennis Brochey
Commissioner Robert B. Cliffe
Commissioner Wright H. Ellis

EXCUSED: Commissioner Lee Wallace
Anthony J. Nemi, Liaison, Niagara County Legislature

ALSO PRESENT: Thomas Blodgett, Administrative Director, NCSD #1
John T. Timkey, Chief Operator, NCSD #1
P. Andrew Vona, Attorney for District
Robert P. Lannon, CRA Infrastructure & Engineering
Teresa Misiti, CRA Infrastructure & Engineering
Suzanne-Marie C. Fulle, NCSD #1
Joanne M. Teixeira, NCSD #1

Chairman Smith called the meeting to order at 3:33 p.m.

Roll call was taken by Suzanne-Marie C. Fulle.

Upon motion duly made by James Riester and seconded by Robert B. Cliffe, it was resolved that the minutes of the March 25, 2015 meeting be approved as presented. This motion was carried.

Upon motion duly made by Wright H. Ellis and seconded by Dennis Brochey, it was resolved that the following vouchers be paid from their respective accounts:

FORWARDED

| <u>VENDOR</u> | <u>DESCRIPTION</u> | <u>AMOUNT</u> |
|----------------------|---------------------------|----------------------|
| Bytronics | Digging Notifications | 15.70 |
| Dig Safely | Digging Notifications | 110.00 |
| Frontier | Mapleton Rd PS | 62.36 |
| National Fuel | Plant | 3,728.91 |

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|-----------------------------|--|-----------|
| National Grid | Elec Dist - East Canal PS | 1,072.82 |
| National Grid | Elec Dist. - Mapleton Rd | 717.92 |
| National Grid | Elec Dist - Moyer Lift | 114.77 |
| National Grid | Plant | 7,979.26 |
| National Grid | Elec Dist - Shawnee Road | 215.32 |
| National Grid | Elec Dist. - Tonawanda Creek Road | 550.17 |
| National Grid | Elec Dist. - Townline Road | 1,005.00 |
| National Grid | 2044 Niagara Falls Blvd (meter) | 21.63 |
| National Grid | 2059 Niagara Falls Blvd (meter) | 21.02 |
| NYSEG | Rapids Road PS (Electric & Gas) | 1,172.06 |
| Niagara County Public Works | Elec Supply - Tonawanda Creek Road (December 2014) | 337.36 |
| Niagara County Public Works | Elec Supply - Mapleton PS (January 2015) | 165.91 |
| Niagara County Public Works | Elec Supply - East Canal PS (January 2015) | 1,241.86 |
| Niagara County Public Works | Elec Supply - Moyer Lift (January 2015) | 62.99 |
| Niagara County Public Works | Elec Supply - Shawnee Rd (January 2015) | 120.15 |
| Niagara County Public Works | Elec Supply - Townline Rd (January 2015) | 554.27 |
| Niagara County Public Works | Elec Supply - Plant (January 2015) | 14,791.04 |
| QLT | Tonawanda Creek Rd PS | 13.35 |
| Time Warner | Internet Service | 758.14 |
| Town of Pendleton Water | East Canal PS | 51.90 |
| Town of Pendleton Water | Tonawanda Creek Rd PS | 11.00 |
| Town of Wheatfield Water | Townline Road PS | 254.50 |
| Town of Wheatfield Water | Mapleton Rd PS | 12.60 |
| Town of Wheatfield Water | Shawnee Rd PS | 12.60 |
| Town of Wheatfield Water | Moyer Lift PS | 12.60 |
| Verizon | East Canal | 25.02 |
| Verizon | Tonawanda Creek | 29.39 |
| Verizon | Plant | 135.72 |
| Verizon | Moyer Lift | 25.07 |
| Verizon | Rapids Road PS | 25.02 |
| Verizon | Shawnee Road PS | 24.72 |
| Verizon Wireless | Cellular Phone | 32.33 |

TOTAL

\$ 35,484.48

TO BE PAID

| <u>VENDOR</u> | <u>DESCRIPTION</u> | <u>AMOUNT</u> |
|-----------------------------------|--|----------------------|
| Allied Waste Services #111 | Recycling Service | 38.05 |
| Allied Waste Services #111 | Sludge Disposal | 19,434.05 |
| American Public Works Association | Membership fee for T. Blodgett | 105.00 |
| Applied Sciences Group, Inc. | Townline & Mapleton Rd Pumps and Repairs | 1,348.62 |
| Bison Laboratories, Inc. | Sodium Hypochlorite | 2,774.88 |
| Buffalo Courier Services | Delivery Service to Rochester | 552.00 |

| | | |
|--|---|------------|
| Chudy Paper Co | Towels/Toilet Tissue | 280.94 |
| City Electric | Electrical Supplies | 15.73 |
| Cole Parmer | Red Pen for Temperature Recorder | 55.78 |
| CRA | March Monthly Retainer | 750.00 |
| CRA | Misc. Project Assistance (Project #630191) | 1,035.00 |
| CRA | NCSD Mapleton Rd. P.S. Rehab Project #631047 | 15,577.73 |
| CRA | 2015 Roof Replacement (Project #631123) | 17,050.00 |
| CRA | Screen Room Ventilation Project (Project #631139) | 8,375.00 |
| Cummins Northeast LLC | Semi-annual maintenance of the emergency generators at Ton Crk, East Canal, Shawnee and Rapids Rd PS's. | 5,011.05 |
| EMD Millipore Corporation | Membrane Filters | 531.31 |
| Environmental Resource Associates | Lab Supplies | 188.26 |
| Evoqua | Lab Grade Water | 356.90 |
| Ferguson Electric | Trouble shoot automatic transfer switch at plant | 762.25 |
| Fisher Scientific | Lab Supplies | 1,874.12 |
| GFS Chemicals Inc. | Spectrophotometer | 206.60 |
| Greater Niagara Newspaper | Pollution Violation Ad | 163.30 |
| Hach Company | Nitrification Inhibitor | 210.84 |
| Haseley, Roy | Clothing Allowance | 400.00 |
| K & K Janitorial Service, Inc. | General Cleaning for April 2015 | 405.00 |
| Kandey Company | Mapleton Road Pump Station Emergency Rehab | 130,269.42 |
| Lozier | Lab Services | 140.00 |
| Modern Corporation | Dumpsters | 175.27 |
| Musial, Gene (Ryan's Exterminating Co) | Spray Filter Building | 155.00 |
| Niagara County Sewer District #1 | Petty Cash | 66.65 |
| Polydyne, Inc. | Polymer | 15,042.00 |
| NSI Lab Solutions | Wastewater Enterococcus PT Express/Chlorine Accuracy check | 506.50 |
| Praxair | Maintenance Supplies | 96.25 |
| PVS Technologies | Ferrous Chloride Solution | 5,900.17 |
| Ronco Communications | Maintenance Agreement/Phone System | 367.50 |
| Shatzel, Christopher (Matador) | Carpet Floor Protection | 119.00 |
| Simmers Crane Design & Services | Chain Fall Repair | 258.20 |
| Staples | Office Supplies | 11.56 |
| Teixeira, Charles | Travel Mileage & Meals for training classes | 292.71 |
| Teixeira, Joanne | Travel Mileage | 36.92 |
| Town of Wheatfield | Fuel for vehicles | 1,084.37 |
| Vona, P. Andrew | Monthly Retainer-March 2015 | 2,500.00 |
| WW Grainger | Single Solenoid Valve, Panel Lamps (Mapleton), battery, electric winch, maintenance supplies | 2,605.59 |

TOTAL

\$ 237,129.52

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|-------------------------------|----------------------------|
| TOTAL FORWARDED | \$ 35,484.48 |
| TOTAL APPROVED O&M | <u>237,129.52</u> |
| GRAND TOTAL APPROVED | <u>\$272,614.00</u> |

This motion was carried.

Review of the March 2015 Financial Report showed an Operation and Maintenance balance of \$6,721,124.58.

Upon motion duly made by Wright H. Ellis and seconded by James Riester, it was resolved that the Sewer District's March 2015 Financial Report be approved as presented. This motion was carried.

Communications:

a. American Public Works Association (APWA) - Mr. Blodgett reported that he was recently selected to be on the Western Branch Board of Directors for the New York Chapter APWA for a 2 year term beginning on May 1, 2015.

Old Business:

There is nothing new to report this month.

Chief Operator's Report:

1. Lab Certification - Enterococci - Mr. Timkey reported that the District's laboratory has now been certified by the New York State Department of Health to perform Enterococci Analysis as of April 15, 2015. The District will no longer have to use an outside lab for this analysis and outside courier for transportation services.

2. Filter Valve Actuator Replacement for Treatment Plant - Mr. Timkey reported that another valve actuator for Filter No. 3 is failing and needs to be replaced. Mr. Timkey stated that Nibisco Automation is the sole source for this original equipment. Mr. Timkey requested board authorization to purchase 1 (one) EIM Electric Actuator R6F6-B including new machined bushing, OEM equipment from Nibisco Automation at the cost of \$6,951.00 plus shipping and handling.

Upon motion duly made by James Riester and seconded by Dennis Brochey, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby approves Mr. Timkey's request to

purchase 1 (one) EIM Electric Actuator R6F6-B including new machined bushing, OEM equipment from Nibisco Automation at the cost of \$6,951.00 plus shipping and handling. The motion was carried.

3. Bypass Flow Meter Sensor Replacement - Mr. Timkey reported that 4 (four) replacement cables and transducers are failing and need to be replaced for the plant bypass meter. This equipment is used in our bypass metering channel to measure bypass flow during wet weather conditions. F.W. Webb is sole source for this equipment. Mr. Timkey requested Board authorization to purchase 4 (four) replacement cables and transducers for Eastech Accuron Series 7700 Area Velocity Meters, OEM equipment from F.W. Webb Company at the cost of \$4,840.00 plus shipping and handling.

Upon motion duly made by Robert B. Cliffe and seconded by Wright H. Ellis, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby approves Mr. Timkey's request to purchase 4 (four) replacement cables and transducers for Eastech Accuron Series 7700 Area Velocity Meters, OEM equipment from F.W. Webb Company at the cost of \$4,840.00 plus shipping and handling. This motion was carried.

Administrative Directors Report:

a. Ferrous Chloride Bid - One Year Extension - Mr. Blodgett reported that the District is currently in a one year contract with PVS Technologies, Inc. with an option to extend the contract for two additional years on a year-to-year basis. The current contract is scheduled to terminate on June 30, 2015. Mr. Blodgett stated that he spoke with Craig Mikkelsen, Vice President of Sales and Marketing for PVS Technologies regarding interest in extending their contract for an additional year per the existing specifications. Mr. Mikkelsen agreed that they would be interested in offering a one year extension to the ferrous chloride contract with an increase only in transportation costs in the amount of \$0.03/lb of Fe to a total delivered cost of \$0.40/lb. Mr. Blodgett requested Board approval to accept the one year extension from PVS Technologies, Inc. per the newly negotiated price of \$0.40/lb for the contract period July 1, 2015 to June 30, 2016. All other parameters of the existing contract will remain unchanged.

Upon motion duly made James Riester and seconded by Wright H. Ellis, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby approves Mr. Blodgett's request to accept a year extension from PVS Technologies, Inc. to the ferrous chloride contract with only an increase in transportation costs in the amount of \$0.03/lb of Fe to a delivered cost of \$0.40/lb for the period July 1, 2015 to June 30, 2016. This motion was carried.

b. OccuStar Training Contract - Mr. Blodgett reported that the contract for OccuStar, Inc. to provide the District's First Aid/CPR/AED training is due for renewal. Currently, four employees are due for the training this year. Mr. Blodgett requested Board approval to authorize a new two-year contract with OccuStar, Inc. to provide the District's First-Aid/CPR/AED training. The term agreement would be April 1, 2015 to March 31, 2017.

Upon motion duly made Wright H. Ellis and seconded by James Riester, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby approves Mr. Blodgett's request to authorize the execution of a contract for OccuStar to provide the District's First-Aid/CPR/AED training. The term agreement would be April 1, 2015 to March 31, 2017. This motion was carried.

c. 2015 Town Inflow/Infiltration Projects - Mr. Blodgett reminded the Commissioners to submit their individual 2015 Town I/I Projects to the District as soon as possible for processing. Chairman Smith reiterated Mr. Blodgett's statements with the importance on promptly submitting the Town projects, and also opened discussion on individual member town credits for their I/I projects, as well as projects undertaken by the District. Mr. Lannon added that to obtain the flow credits the NYSDEC has accepted the use of the Erie County I/I source contribution charts as a basis for the 4 to 1 peak offset credits required. He also stated that the NYSDEC has indicated that any I/I offset credits are only good for a period of 2 years. Mr. Lannon and Chairman Smith noted that using the District-wide philosophy, the I/I offset credits could be shared between District town's before the credits expire, if needed. Chairman Smith stated that the policy for these credits should be considered on a first come first served basis as determined and approved by the Board.

d. Union Negotiations - Mr. Blodgett updated the Board on union negotiations and reported that Niagara County representatives met with Teamster representatives for contract negotiations on April 13, 2015. He stated that the next negotiation meeting is tentatively scheduled for May 28, 2015. Mr. Blodgett indicated he would keep the Board updated on negotiations as they develop.

e. Asset Management Committee - Mr. Blodgett reported that he and Mr. Timkey have recently had detailed discussions regarding the District's infrastructure and how to best manage and stay on top of our constantly aging assets. He stated that the best way is to engage the employees of the District and that an internal asset management committee will be organized to specifically address these issues. He stated that the committee will meet periodically to discuss and prioritize the District's assets and processes. He and Mr. Timkey stated that involving the District's employees that work daily with these assets is critical for the successful long-term operation and maintenance of our facilities.

f. Personnel Update - Mr. Blodgett reported that Roy Haseley has slightly modified his retirement date and will now be retiring at the end of May as the new date will enable him to assist the District through transition and training for pump station and interceptor maintenance activities.

Engineering Report:

1. General Retainer (CRA Project No. 630191)
 - Miscellaneous requests/reviews/assistance ongoing under Phase 40 and SCADA support services. I&I investigation plan discussed.
 - **BOARD ACTION REQUESTED – Further discussion needed.**
Mr. Lannon stated that this item was discussed during the 2015 Town I/I Project item.
2. Development of New 10-Year Capital Improvement Plan (CRA Project No. 631024)
 - Next steps, implementation of priority projects, O&M projects, and schedule for approved plan.
 - BOARD ACTION REQUESTED – None
3. Mapleton Road Pump Station Improvements (CRA Project No. 631047)
 - Start-up complete. Outstanding work list generated. Punch list items remain.
 - BOARD ACTION REQUESTED – None
4. 2014 SPDES Permit Schedule of Compliance Action Items (CRA Project No. 631076)

- Baffle installation in Clarifiers has been completed and both tanks are back in operation. Mercury Minimization Program Final Report submitted. Flow Study Work Plan was simplified and resubmitted to DEC. Work Plan was approved.
 - BOARD ACTION REQUESTED – None
5. Flow Study Implementation Project (CRA Project No. 631132)
- Kick-off meeting complete. BioWin modeling data requested. Project underway.
 - BOARD ACTION REQUESTED – None
6. WPCC 2015 Roof Replacement Project (CRA Project No. 631123)
- Draft design and asbestos sampling complete.
 - **BOARD ACTION REQUESTED – Request authorization to advertize following receipt of NCSD comments.**
- Mr. Lannon requested Board authorization for CRA to advertise for bids for the District's 2015

Roof Replacement project following receipt of NCSD comments.

Upon motion duly made by Wright H. Ellis and seconded by Dennis Brochey it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby gives Board authorization to Mr. Lannon's request for CRA to advertise following receipt of NCSD comments for the 2015 Roof Replacement Project. This motion was carried.

7. 2015 District I/I Project (CRA Project No. 631143)
- Scope development complete. Preparing bid packages for cured-in-place pipe and manhole rehabilitation projects.
 - BOARD ACTION REQUESTED – None
- Mr. Lannon reported that the 2015 District I/I cured-in-place pipe and manhole rehabilitation bid packages are approximately 95% complete and have been submitted to the District for review. Mr. Lannon stated it is anticipated that bids will be presented at the May Board meeting and each project is to be bid separately, and each expected to be under the \$35,000 threshold. Three quotes for each project will be solicited by CRA on behalf of the District. Mr. Lannon also stated that the 2015 I/I monies that remain, the District will be able to complete additional CCTV inspection work downstream of forcemain discharges to check the integrity of the interceptor sewers given recent failure last summer at Transit/Robinson intersection.

8. Wet Well Ventilation Project (CRA Project No. 631139)
- Basis of design and site visit complete. Design underway.

- BOARD ACTION REQUESTED – None

Attorney's Report:

a. Cleaning Services - Mr. Vona reported that he reviewed the contract/insurance information received from Sampson Cleaning and that the month-to-month cleaning services for the administration building offices can be scheduled as required/necessary by the District.

New Business:

a. CRA name change to GHD - Mr. Lannon reported that CRA has recently merged with another international engineering firm, GHD. The official name is being changed on July 1st of this year, and the staffing at CRA will remain the same, and the District will see no changes to the services contracted through CRA in any way.

Adjournment:

Upon motion duly made by Wright H. Ellis and seconded by James Riester the meeting adjourned at 4:17 p.m.